

Office Use Only

"An Equal Opportunity Employer"
**MIAMI COUNTY EDUCATIONAL
 SERVICE CENTER**
 2000 W. Stanfield Road
 Troy, Ohio 45373
 (937) 339-5100

Date Rec. _____
 Date Int. _____
 Comments _____

APPLICATION FOR SUBSTITUTE TEACHER

I. Personal Data

Date: _____

Name _____
(Last)
(First)
(Middle)
(Maiden)

Address _____
(Street)
(City)
(State)
(Zip Code)

Telephone (____) _____ Social Security No. _____

EDUCATIONAL/PROFESSIONAL TRAINING	
Elementary and Location	
High School and Location	
Community College/Bus. Technical	

WORK EXPERIENCE (List most recent first)	
Business/Position	
Address	
Dates Worked	
Business/Position	
Address	
Dates Worked	
Business/Position	
Address	
Dates Worked	

II. Certification

Do you hold a valid Ohio Certificate? _____ Date _____. In order to be considered for a certificated position with the Miami County Educational Service Center, you must hold an Ohio Teaching Certificate. If you do not have such a certificate presently, one must be obtained from the Ohio Department of Education, Columbus, Ohio. **If you hold a valid Ohio Certificate, please attach a copy of it with this application or forward it separately.**

III. Additional Information

List community organization, activities, and/or honors in which you have participated:

Indicate any special information we need to know with regard to your availability to teach, such as days, time, etc.

List your hobbies, interests and leisure activities:

IV. References: List three references who have knowledge of your employment skills, abilities, and character.

Name	Present Position	Address and Telephone No.

V. Have you lived **continuously** in Ohio for the past five years? Yes ____ No ____

We welcome your application to the Miami County Schools. Your application will be placed on file for consideration when vacancies occur. It will remain on file for two years. Should you desire to reapply after that time, an updated application must be submitted. **Please notify us if you accept a position elsewhere or if you wish to withdraw this application.**

I understand that the Superintendent may make inquiries which will provide application information, and I request each present or former employer, school, and person given as a reference, and governmental and law enforcement agencies to answer questions that may be asked concerning me.

Pursuant to State Law, any person employed on or after October 29, 1993, is required to be fingerprinted and have a Bureau of Criminal Identification and Investigation completed. The fee for this requirement is to be borne by the employee.

I understand that any false statements or omissions in connection with questions asked on this application will be just cause for disqualification for employment or immediate dismissal, anything in agreement of employment between the Superintendent and me to the contrary notwithstanding.

I recognize that if I am employed, the Superintendent will assign or reassign me to a specific position as the need requires throughout the term of my employment. Such assignments or reassignments will be consistent with appropriate administrative guidelines.

Signature of Applicant: _____ Date: _____

NON-DISCRIMINATION IN EMPLOYMENT

The Governing Board of Miami County does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (P.L. 92-318) not to discriminate in such a manner; further, the Governing Board does not discriminate on the basis of disabling condition, in treatment, admission or access to, or employment in, its programs or activities, as required by the Rehabilitation Act of 1973 (P.L. 03-112), as amended, Section 504; nor does the Governing Board discriminate on the basis of race, color, national origin, religion, age, creed, political affiliation, or marital status, in the educating programs or activities it operates.

Please return to: **Miami County Educational Service Center**
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Troy, Ohio 45373
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